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55-0040/24

4 April 1985

SA-10

MEMORANDUM FOR: Director of Central Intelligence

VIA: Deputy Director of Central Intelligence  
Executive Director

FROM: Clair E. George  
Deputy Director for Operations  
Harry E. Fitzwater  
Deputy Director for Administration

SUBJECT: New Language Incentive Program

1. The Language Development Committee met on 4 April 1985 to approve the new language incentive program for the Agency. The members of the committee agreed unanimously that the new program will go far in providing incentive to increase language capabilities throughout the Agency. The program was drafted and coordinated with key members in the other directorates to insure that it meets the specific language needs of all the directorates. In redrafting a new program, we began with the State Department's language incentive program but went well beyond State because of Agency needs. Following, for your information, are some of the key features of our program:

- Like the Department of State we are paying significant dollar amounts for language use. We continue to pay language achievement and maintenance stipends but have given emphasis to awarding language use because this is where we need the most improvement.

- While the Department pays the language use in only 24 languages, our program will pay achievement, use and maintenance stipends for all languages of operational use to the Agency.

- While the Department of State pays a percentage of the base salary depending on language proficiency, our program pays the same amount for proficiency regardless of employee grade.

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25X1 [redacted] again regardless of grade. The key--  
 here is that our program pays an award to junior officers  
 at the same dollar figure as senior officers for  
 operational proficiency in a language.

- For achievement and maintenance stipends, we decided  
 to stick with the basic Agency program but also decided to  
 raise the dollar figure to increase the attractiveness of  
 improving language skills. In the area of achievement, we  
 will continue to provide a flat dollar figure for  
 achievement at the various proficiency levels. Currently,  
 the Department gives its employees step increases as  
 awards for achievement. We decided against this procedure  
 because of its complex administration.

2. In sum, our new program is both superior and more  
 flexible than Department of State and we believe will provide  
 increased incentive to improve overall language capabilities.

25X1 /s/ Clair E. George  
 Clair E. George

[redacted]  
 Harry E. Fitzwater

Attachment  
 CIA Language Incentive Program, [redacted]

25X1 Orig: [redacted] (4 Apr 85)

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